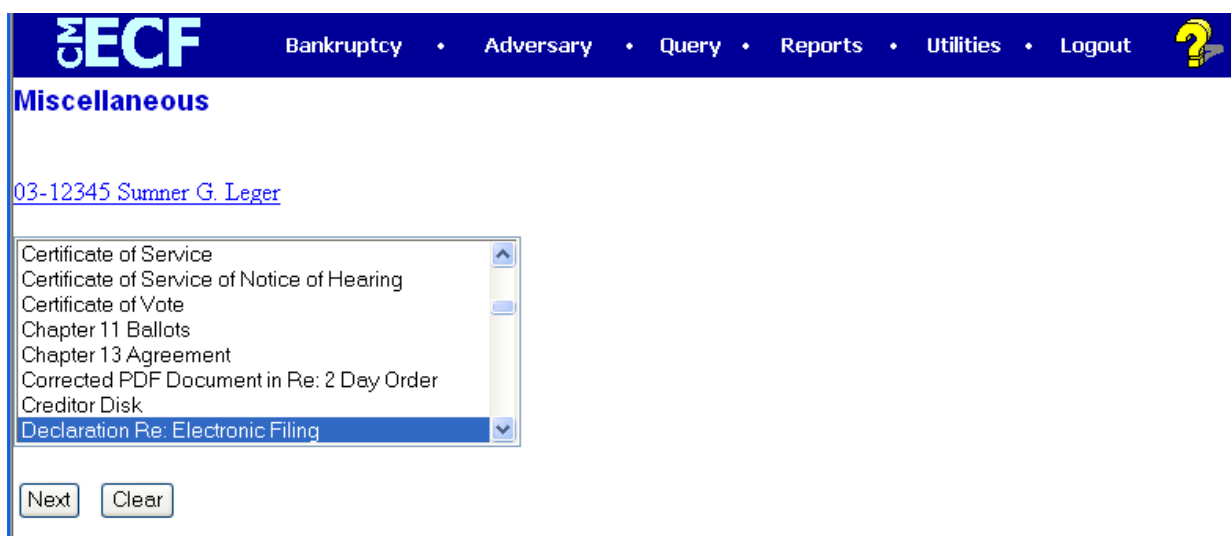


### How to File a Declaration Re: Electronic Filing

Declarations may be filed as an attachment to the original document or as itself under a separate event. Instructions that follow are as a separate event.

1. Select Bankruptcy (Blue menu at the top of the page)
2. Select the category Other from the list.
3. Enter your case number and click Next.
4. From the list of events in the box, select Declaration Re: Electronic Filing. (See below.) Click Next.



5. Unless you are filing this with another attorney, click Next.
6. Select your client from the next box and click Next.
7. If there was a problem opening your case the first time and no association between you and your client was created, you will need to check a box here and click Next again. If there was no problem, then no box will appear and this step is unnecessary.
8. Browse and attach your scanned Declaration and Click Next.
9. Review what the entry will say and add text if you like otherwise, Click Next.
10. Click Next again and you are home.